
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors, Auditors and Vendors

FROM: Jeff Volz, Director of Operations JAV

DATE: Wednesday, June 18, 2008

RE: Emergency Rule – Data File Format and Code List changes

The Department of Local Government Finance (DLGF), in consultation with the Legislative Services Agency (LSA), has issued an emergency rule that temporarily amends the Department of Local Government Finance Computer Standards for a Uniform and Common Property Tax System (50 IAC 23). This rule was filed with the Indiana Register on June 11, 2008 and is effective upon publication.

In summary, the majority of data files that had been specified in the file format code "2006A" have been reverted to the prior standards of file format codes "2003A" (for all except SALEDISC file) and "2004A" (SALEDISC only). As a reminder, those data files that are not explicitly named in the emergency rule remain in the 2006A file format. Also, many code tables were updated to include new codes that have been deemed necessary, as well as to remove codes that are no longer required.

Following are the detailed changes to the data file format as contained in the rule.

Those file names reverting to the 2003A format:

- PARCEL
- LAND
- IMPROVE
- DWELLING
- BUILDING
- BLDDTL
- APPEAL
- PERSPROP
- POOLDATA
- APPEALPP
- MOBILE
- APPEALMH
- OILGAS
- TAXDATA
- ADJMENTS

Those file names reverting to the 2004A format:

- SALEDISC

Those file names that will be retained from the 2006A format:

- TABRATES
- CERTDRATES
- ALLCERTDRATES
- UTILITYAV
- RAILAV
- VALIDSALES
- STATISTICS

As part of this rule, please note that several instances in the field instructions have been clarified to reflect that Social Security numbers must not be used as identification numbers. Also, the format of the "Gross Tax Due" field in the TAXDATA file format has been clarified.

Many code lists have been reviewed and updated along with the emergency rule and the current information is available in PDF and Excel format on the web at <http://www.in.gov/dlgf/2447.htm>. Those codes not listed will retain their current format.

The DLGF will continue to review the code lists not specifically called out in the emergency rule. As changes are made, the DLGF will notify all affected parties and update the information online at the web address above.

Please contact Tim Jorczak, Assistant Director of Operations, at tjorczak@dlgf.in.gov with questions.